

REQUEST FOR INCREASE IN TABLE OF ORGANIZATION <div style="display: flex; justify-content: space-between; align-items: center;"> NOTE: Submit this form in original only. CONFIDENTIAL </div>																		
FROM: Chief, Administrative Services	THIS DATE 1 May 1951																	
T0: DEPUTY DIRECTOR FOR ADMINISTRATION THROUGH: Advisor for Management Personnel Director Comptroller	CLEARANCES: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVED <input type="checkbox"/> CONCUR <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> CONCUR </div> <div> <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> NON-CONCUR <input type="checkbox"/> NON-CONCUR <input type="checkbox"/> NON-CONCUR </div> </div>	Initials <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div>	25X1															
It is requested that an increase in the present T/O of the <u>Administrative Services Office</u> be approved for new positions.																		
OFFICE	The current status of the T/O for this organizational segment is as follows: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Present T/O - - - - -</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>On Duty - - - - -</td> <td></td> <td></td> <td></td> </tr> <tr> <td>In process and awaiting EOD - - - - -</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Proposed (new T/O) - - - - -</td> <td></td> <td></td> <td></td> </tr> </table>	Present T/O - - - - -				On Duty - - - - -				In process and awaiting EOD - - - - -				Proposed (new T/O) - - - - -				25X1 25X1
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On Duty - - - - -																		
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Proposed (new T/O) - - - - -																		
Funds (are) (not) available.																		
Degree of urgency: (Reference attached justification)																		
*See attached memo to Advisor for Management listing additional increases requested.																		
Chief, Administrative Services			SIGNATURE OF ASSISTANT DIRECTOR OR OFFICE CHIEF															

FORM NO. 30-20
JAN 1951

CONFIDENTIAL

(38)